**HELP BOX**

**COORDINATING AND CORRELATIVE CONJUNCTIONS**

Conjunctions are grammatical connectors that link words, phrases or clauses. A conjunction can indicate the relationship between the elements it connects in the sentence. There are three types, namely coordinating conjunctions, correlative conjunctions and subordinating conjunctions.

* **Coordinating conjunctions**

A coordinating conjunction is a word that connects two or more elements of the same grammatical type. The word *coordinating* refers specifically to bringing things together on the same level. The elements joined by coordinating conjunctions can be individual words, [phrases](https://www.grammarly.com/blog/phrases/), or [clauses](https://www.grammarly.com/blog/clauses/). The seven most common coordinating conjunctions are *for*, *and*, *nor*, *but*, *or*, *yet*, and *so*—the first letters of which spell out the memorable acronym FANBOYS.

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| **Coordinating Conjunctions** | **Purpose** | **Examples** |
| For | To show reason | Their plug-and-play nature makes them ideal ***for*** transferring files... |
| And | To add information | ...an amalgam of computer components ***and*** recording media... |
| Nor | To add negative information | ...on magnets ***nor*** disks... |
| But | To show contrast, exception | ...disks ***but*** use NAND (a type of flash memory) |
| Or | To give choice/ alternative | ...transferring data, ***or*** increasing storage space... |
| Yet | To show concession | Inaccessibility is ***yet*** another major issue that often plagues physical storage... |
| So | To show result | moving parts as in the case of HDDs, ***so*** they have a long-lasting life- |

* **CORRELATIVE CONJUNCTIONS**

Correlative conjunctions are conjunctions that perform as pairs. The second pair is a coordinating conjunction. They connect words, phrases and sometimes clauses with equal importance in a sentence.They are used to create balance and show the relationship between the connected elements.

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| **Correlative conjunctions** | **Purpose** | **Examples** |
| Either.......or | To present a choice between two options. | A computer usually has***either*** a hard disk drive **(HDD)** ***or***solid state drive... |
| Neither.....or | To express negation for two options. | ...solid state drivesdepend ***neither*** on magnets ***nor*** disks... |
| Both......and | To combine two similar or related elements. | ...facilitating ***both*** quick backup ***and*** recovery operations. |
| Not only.....but also | To emphasize the addition of one element to another. | It helps you ***not only*** carry out everyday tasks ***but also*** shift from one software... |
| Whether ......or | To introduce alternative possibilities. | ***Whether*** you like it ***or*** not, you have to complete the assignment. |

**Note:** When coordinating or correlative conjunctions connect two words or phrases to each other, NO comma is necessary. However, when two independent clauses are connected to each other by a coordinating or correlative conjunction, a comma precedes the conjunction.